

## **Instructions for Preparing the Roadside Historical Marker Application**

Please complete the enclosed application following the instructions below. The application should be typed and any continuation sheets should be clearly identified at the top of each page with the name of the resource and the applicable section of the application.

Particular attention should be directed to Sections 5 and 6. Clearly composed text and complete documentation are essential for a successful application; incomplete applications will be returned. Questions may be directed to the Maryland Historical Trust at (410) 697-9561.

1. Name: This will usually be the title or heading for the completed marker text. Be concise.
2. General location of proposed marker: If a specific street address is not applicable, provide a brief description, such as "North side of US Route 50, 1/4 mile west of US Route 301." The precise location of the marker will be worked out after the proposal is approved. Location must be on state road right-of-way or other state property. Note: There are no state-maintained roads in Baltimore City.
3. Classification: Check the category of the resource to be commemorated.
4. Owner of resource to be commemorated: If the marker commemorates real property which is under public or private ownership--such as a historic building, or the site where an event occurred--the owner of the resource will be kept informed of any actions regarding the marker regardless of where the marker is located.
5. Proposed Text/Supporting Information: Pay careful attention to the instructions in this section of the application and be sure to precisely document each fact from the most authoritative sources available.
6. Significance: The review process will focus much attention on this issue, and applicants should provide a clear and concise summary of the resource's statewide historical significance. It is helpful to refer to the evaluation criteria in this statement.
7. Submitted by: Please provide name and telephone number for both the preparer of the application and the sponsor of the proposal.

Send the completed application to:

Roadside Historical Marker Program  
Maryland Historical Trust  
100 Community Place, 3rd floor  
Crownsville, MD 21032-2023

**MARYLAND HISTORICAL TRUST**  
**ROADSIDE HISTORICAL MARKER APPLICATION**

Division of Historical and Cultural Programs  
Department of Planning  
100 Community Place, Crownsville, MD 21032-2023  
410-697-9561

See instructions. Complete each item by marking "x" in the appropriate space or entering the requested information. If an item does not apply, enter "n/a." Use additional sheets if necessary. Type or print all entries. The applicant is responsible for providing all application materials and information.

1. Name of resource to be commemorated:

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2. General location of proposed marker (*see instructions*):

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3. Classification:

\_\_\_\_\_ event    \_\_\_\_\_ person    \_\_\_\_\_ place

4. Owner of resource to be commemorated (if a place)

Name:

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Address:

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Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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5. Proposed Text/Supporting Information:

On a separate sheet, provide the proposed text for the marker, not to exceed 70 words.

Following the proposed text, list each fact it incorporates, and provide the reference source for each of these facts. Documentation must include author, title, place and date of publication, publisher, and page number. In the case of primary research, submit photocopies of the applicable sections of the original documents. Include the name of the document, the collection, and the repository which holds it. Unpublished manuscripts, privately printed histories (without full documentation or based on oral tradition) and articles other than those in scholarly periodicals will be considered as supplementary only. If historians differ on the facts you present, please explain.

Be selective about the facts you present. Avoid narrating the entire history of the resource. Focus on the events, activities, or characteristics that make the resource significant.

The Director of the Maryland Historical Trust will be the sole judge of whether assertions are supported adequately for inclusion on a marker. Text may be revised for style and content by MHT staff.

6. Evaluation:

a) Identify the applicable Criteria for Evaluation. Check one or more criteria qualifying the resource for inclusion in the marker program.

1. \_\_\_ Resource is associated with events that have made a significant contribution to the broad patterns of our history.
2. \_\_\_ Resource is associated with the lives of persons significant in our past.
3. \_\_\_ Resource embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
4. \_\_\_ Resource has yielded, or is likely to yield, information important in prehistory or history.

b) Statement of Significance

On a separate sheet, present a narrative explaining how the subject of the proposed marker meets one or more of the Criteria for Evaluation (and the Exceptions, if applicable). Analyze the importance of the resource, and state why it should be commemorated with a marker. Explain how the significance is felt statewide, that is, more broadly than in its specific local context.

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7. Submitted by:

Name:

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Address:

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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Sponsoring organization (if applicable):

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Address:

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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Send completed application to:

Roadside Historical Marker Program  
Maryland Historical Trust  
100 Community Place  
Crownsville, Maryland 21032-2023